



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

30 MAR 2007

MEMORANDUM FOR THE MILITARY PERSONNEL OFFICERS OF ALL STATES,
PUERTO RICO, GUAM, THE VIRGIN ISLANDS AND THE DISTRICT OF COLUMBIA

SUBJECT: Processing Posthumous Promotion Request for ARNG Enlisted Soldiers in
Support of the Global War on Terrorism (GWOT) (NGB-ARH Memo #07-011)

1. References:

a. AR 600-8-19, ARNG Enlisted Promotion and Reduction Implementation Guidance,
9 Nov 06.

b. Memorandum, NGB-ARH, 01 Feb 05, ARNG Enlisted Promotion and Reduction
Implementation Guidance.

2. Purpose: To provide guidance on the administrative procedures for posthumous
promotions.

3. Effective immediately, all posthumous promotions for Soldiers assigned to theater in
support of GWOT must be approved by National Guard Bureau, Personnel Policy and
Readiness Division (NGB-ARH). States will electronically submit posthumous promotion
request on a DA Form 4187 (see enclosure 1) to NGB-ARH for approval within 48 hours
of notification of death. The request must include a copy of the promotion list, and DA
Form 2-1/ERB. Soldiers without promotion list status are ineligible for posthumous
promotion consideration, Standby Advisory Boards will not be authorized. States will not
publish promotion orders (Format 302) for posthumous promotions.

4. Eligibility requirements for posthumous promotion are as follows:

a. The Soldier must have been officially recommended for promotion and meet the
eligibility criteria for consideration in accordance with references listed in paragraph 1
above. Soldiers must have been officially boarded and placed on the promotion list
(regardless of sequence number), and the promotion authority signed the promotion list
recommended by a local selection board prior to the date of death. Soldiers in the ING
are not eligible for posthumous promotion certificates.

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- b. Soldier was unable to accept promotion because of death, which:
 - (1) was not due to misconduct.
 - (2) did not occur while on unauthorized absence.
- 5. No person is entitled to additional benefits (such as additional pay and allowances) based on being posthumous promoted.
- 6. Upon receiving the request for posthumous promotion, NGB-ARH will endorse the approval back to the Adjutant General. This approval will authorize the States to posthumously promote the individual to the next higher grade. In addition, the approved request will be forwarded to AHRC-PED, Case Management Branch, Casualty and Mortuary Affairs Operations Center, for issuance of both the DD Form 1300 (Report of Casualty) and DA Form 3168 (Posthumous Certificate of Promotion) to the Soldier's primary next of kin only. The approved posthumous promotion will also be reflected on the Soldier's uniform, on posthumous award certificates and in the flag case(s) presented to authorized recipients.
- 7. For posthumous promotion to the grades of PV2 through SPC, the date the Soldier was recommended for promotion will be shown. Documents for recommendations include, but are not limited to, the unit enlisted advancement report for Soldiers fully qualified for promotion, the first-line leaders monthly counseling record and CDRs recommendation for Soldiers not fully qualified for promotion.
- 8. The point of contact for this memorandum is SGM Regina H. Willingham at commercial 703-607-5335, DSN: 327-5335.



WILLIAM L. STOPPEL
COL, GS
Chief, Personnel Policy
and Readiness Division

CF:
HRO's
State POTO's
State CSM's

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O 9397.
PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.
DISCLOSURES: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)
National Guard Buearu
ATTN: NGB-ARH-S
1411 Jefferson Davis Highway,
Arlington, VA 22202

2. TO (Include ZIP Code)
Casualty Operation Division
U.S. Army Human Resources Command
200 Stovall Street,
Alexandria, VA 22314

3. FROM (Include ZIP Code)
Commander
(Unit Commander)
(Address)
(City, State, Zip Code)

SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)
SOLDIER, John Q.

5. GRADE OR RANK/PMOS/AOC
SFC/42A40

6. SOCIAL SECURITY NUMBER
111-22-3333

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from

to

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following actions: (Check as appropriate)

<input checked="" type="checkbox"/> Service School (Enl only)	Special Forces Training/Assignment	Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	On-The-Job Training (Enl only) hours	Identification Tags
<input type="checkbox"/> Volunteering for Overseas Service	Retesting in Army Personnel Tests	Separate Rations
<input type="checkbox"/> Ranger Training	Reassignment Married Army Couples	Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	Reclassification	Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)		Other (Specify)
<input type="checkbox"/> Airborne Training	Asgmt of Pers with Exceptional Family Members	<input checked="" type="checkbox"/> Posthumous Promotion

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

Request the above named Soldier to be posthumously promoted to the grade and rank as indicated:

Current Rank: SFC

Current DOR: 10 May 2000

effective

Rank/Grade to be promoted to: MSG/E-8

PEBD: 2 January 1987

Date of Death: 20 January 2007

Effective Date of Promotion: 20 January 2007

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)

LTC in Chain of Command or State O-5/O-6 MILPO